

City of Sugar Land

CURRENT PLANNING DIVISION

PLAT / GENERAL PLAN SUBMITTAL APPLICATION

(Please type or print the following information)

Subdivision Name _____	Development _____
Submittal Type	
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Preliminary Replat	<input type="checkbox"/> Final Replat
<input type="checkbox"/> Extension of Approval	<input type="checkbox"/> Street Dedication
	<input type="checkbox"/> Short Form Final Plat
	<input type="checkbox"/> Vacation Plat
	<input type="checkbox"/> Amending Plat
	<input type="checkbox"/> General Plan

Reason for Replat or Amending Plat _____

Type of Plat	<input type="checkbox"/> Single-Family Residential	<input type="checkbox"/> Planned Development
	<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Commercial / Industrial
	<input type="checkbox"/> Zero Lot Line/Patio Homes	<input type="checkbox"/> Business / Office

Certification

Owner _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Engineer or Planner

Company _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Plat Location ☐ City ☐ Extraterritorial Jurisdiction

Survey/Abstract No. _____

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions) _____

Jurisdictions Utility District _____ School District _____

Levee Improvement District _____ County Precinct _____

Zoning District _____

Plat Data

Total Acreage _____ Typical Lot Size _____

Number of Streets _____ Number & Types of Reserves _____

Number of Lots _____ Total Acres in Reserve _____

Variance Request☐ None Requested☐ Yes (Attached Form)☐ Previously Approved**Improvement Provisions**

Utilities Constructed by _____ Maintained by _____
(upon acceptance)

Pavement Constructed by _____ Maintained by _____
(upon acceptance)

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

X _____

Signature of Applicant**Date****CHECKLIST FOR ALL SUBMITTALS:**

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 ½" x 14"
- Submittal Fees for:

Preliminary, Final, Replat or Vacation

Base \$400 Per Lot \$2
Per Acre of Reserve \$10

Amending

Base \$200

Short Form Final

Base \$800 Per Lot \$4
Per Acre of Reserve \$20

Variance

Base \$400
(per separate application)

- One 24" x 36" print of the latest General Plan folded to 8 ½" x 14" (if applicable)
- Should show all approved and proposed subdivisions within the general plan area
- **The required applicable utility letters. (Preliminary Plats require copy of notification letters; Final Plats require a response letter from agencies)**

☐ County Drainage District☐ Levee Improvement District☐ HL & P☐ County Engineer☐ Post Office☐ Entex☐ Municipal Utility District☐ Appropriate I.S.D.☐ All Tel☐ Cable Company**Additional Information is needed for the following submittal types:**

- **General Plan**
 - ☐ Nine (9) 24" x 36" prints – folded to 8 ½" x 14"
 - ☐ Approved Traffic Impact Analysis (T.I.A.) if plan changes or impacts the thoroughfare plan
- **Preliminary Plat**
 - ☐ Two (2) copies of the Utility One-Lines
- **Final Plat / Short Form Final**
 - ☐ Construction Plans Submitted at an earlier date ____ / ____ / ____.
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Replats**
 - ☐ Seven (7) 24" x 36" copies of the original plat
 - ☐ A list of property owners names and mailing addresses for public hearing
(Residential Final Replats Only)
- **Amending**
 - ☐ Construction Plans Submitted at an earlier date ____ / ____ / ____.
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Extension of Approval**
 - ☐ Letter of Request 30 days prior to expiration date of approval of final plat
- **Recording a Plat**
 - ☐ Original Title Report
 - ☐ Two (2) sets of Original Tax Certificates
 - ☐ Copy of plat in DGN or DXF Format